

BID PACKAGE

Sweetwater Hospital Association
304 Wright Street
Sweetwater, TN 37874

Department of Treasury – Coronavirus SLFRF Funds
Grant Compliance Assistance

Project Manager

Melissa Harris
423-836-0918 – Cell
865-213-8399 – Office
melissa.harris@sweetwaterhospital.org – Email

Owner: Sweetwater Hospital Association

Project Name:

HRP Capital Grant

Service: Grant Compliance Assistance

BID Package #:

PS- 0001

BID Open Date: 8/9/2023

BID Close Date: 10:00am EST 8/18/2023

BID Award Date: by 8/25/2023

Project Short Description:

Sweetwater Hospital Association (SHA) seeks a contractor to provide Department of Treasury – Coronavirus SLFRF Guidelines and TDH Healthcare Resiliency Capital Investment Grant Compliance Assistance (<https://www.tn.gov/health/hrp>) for the construction of a new hospital wing to house ICU patients. Grant Compliance Assistance services shall be performed on a time and expense basis, invoiced monthly, and include a “not to exceed” contractual limit. Contractor should present rates for each team member or position. SHA will retain the authority to decide if and when services are required. Contractor shall make every effort to keep expenses to a minimum. Modes of communication/assistance shall be telephonic, virtual, and electronic. Contractor’s consultants must be readily available and have adequate time allotted to begin work immediately at the time of receiving the bid award. The engagement is extremely time sensitive.

DELIVERABLES	TIMELINE FOR COMPLETION
Assistant with development, review, refinement of Bid Package for Architectural and Engineering services. and Construction. Responsible for ensuring all Bid Packages meet applicable federal, state, and HRP Grant guidelines.	
Assistance with evaluation and selection of Architectural and Engineering services bids.	
Assist with decision regarding the type of Construction Manager role best suited for the project.	
Assistant with development, review, refinement of Bid Package for Construction Manager. Responsible for ensuring all Bid Packages meet applicable federal, state, and HRP Grant guidelines.	
Assistance with evaluation and selection of Construction Manager bids.	

Assistant with development, review, refinement of Bid Package for Construction. Responsible for ensuring all Bid Packages meet applicable federal, state, and HRP Grant guidelines.	
Assistance with evaluation and selection of Construction bids.	
Assistant with development, review, refinement of contract for Architectural and Engineering services. Responsible for ensuring all contracts applicable federal, state, and HRP Grant guidelines.	
Assistant with development, review, refinement of contract for Construction Manager. Responsible for ensuring all contracts applicable federal, state, and HRP Grant guidelines.	
Assistant with development, review, refinement of contract for Construction. Responsible for ensuring all contracts applicable federal, state, and HRP Grant guidelines.	
Assistance with procurement processes for services and equipment outside the primary construction packages, i.e. patient care equipment.	
As needed assistance with interpretation of SLFRF and HRP guidelines related to the administration of the Tennessee Department of Health – Healthcare Resiliency Capital Grant awarded to Sweetwater Hospital Association over the three-year life of the project, start 8/25/2023 – June 30, 2026.	

FUNDING:

Federal Grant plus owner match. Monthly payment applications required.

REQUIREMENTS:

1. Diversity – consideration must be given to women, veteran, and minority owned business.
2. Contract Type – Time and expense.
3. *Contractor’s consultants must be readily available and have adequate time allotted beginning immediately at the time of receiving the bid award. The engagement is extremely time sensitive.*
 - a. *Architectural and Engineering Bid Package released by 9/08/2023*
 - b. *Construction Management Bid Package released by 9/15/2023*
4. Registered with sam.gov.
5. Experience in healthcare.
6. Experience with State of Tennessee Grants and specifically SLFRF Guidelines.
7. Consultant with experience with State of Tennessee construction law, preferred.
8. Contract will require compliance with State of Tennessee Grants, SLFRF, and HRP Grant guidelines.
9. Bid must include a “not to exceed” limit.

ACTIONS REQUIRED:

1. Email primary contact to schedule a phone interview.
2. Email BID, return receipt requested, to:
Melissa Harris, Chief Operating Officer
304 Wright Street
Sweetwater, TN 37874
 - Must be received by 10:00am EST 8/18/2023

AWARDS:

Bid award will be announced via email no later than 8/25/2023.

QUESTIONS:

Submit bid questions to Project Manager

BID PACKAGE GUIDELINES:

1. Include in this order:
 - a. Business Name and address
 - b. Contact Name, phone number, email
 - c. Professional Qualifications
 - d. List of Hospital experiences/references with dates
 - e. List experience with federal grants
 - f. Include estimation of time and cost, on the enclosed Cost Detail Sheet, to provide the deliverables listed on pages 1 and 2. *Must include a "not to exceed" limit.
 - g. Include statement certifying ability to meet timeline completion requirements, pg. 2, Requirements 3.